

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS  
OF SAN BERNARDINO COUNTY, CALIFORNIA  
AND RECORD OF ACTION**

49

April 6, 2004

*Continued from March 23, 2004*

**FROM: GARY PENROD, Sheriff**  
Sheriff's Department

**SUBJECT: CLASSIFICATION ACTIONS – SHERIFF'S CRIME LAB**

**RECOMMENDATION:**

1. Establish the following classifications in the indicated representation units. Establish salaries for the new classifications as indicated as a Minute Order Amendment to the Salary Ordinance.
  - Fingerprint Examiner Trainee, Technical and Inspection Unit, R38 (\$29,786 - \$38,002)
  - Fingerprint Examiner I, Technical and Inspection Unit, R42 (\$32,822 - \$41,912)
  - Fingerprint Examiner II, Technical and Inspection Unit, R50 (\$39,894 - \$50,918)
  - Supervising Fingerprint Examiner, Supervisory Unit, R56 (\$46,197 - \$58,968)
  - Crime Scene Specialist Trainee, Technical and Inspection Unit, R42 (\$32,822 - \$41,912)
  - Crime Scene Specialist I, Technical and Inspection Unit, R50 (\$39,894 - \$50,918)
  - Crime Scene Specialist II, Technical and Inspection Unit, R53 (\$42,952 - \$54,808)
  - Supervising Crime Scene Specialist, Supervisory Unit, R59 (\$49,691 - \$63,482)
2. Approve indicated salary change as a Minute Order Amendment to the Salary Ordinance:
  - Forensic Laboratory Technician I, Technical and Inspection Unit, R43 (\$33,634 - \$42,952) to R45 (\$35,298 - \$45,094)
  - Forensic Laboratory Technician II, Technical and Inspection Unit, R48 (\$38,002 - \$48,547) to R50 (\$39,894 - \$50,918)
3. Approve the reclassifications in the allocation list on file with the Clerk of the Board.
4. Delete the following classifications when vacant: Forensic Specialist Trainee, Forensic Specialist I, Forensic Specialist II, and Supervising Forensic Specialist.
5. Authorize Amendment #11 to the Consolidated Memorandum of Understanding between the County and San Bernardino Public Employees Association (SBPEA) to amend language necessary to implement the reorganization.
6. Approve the use of Equity Pool reserves in the amount of \$14,698 to partially fund the 2003-04 cost of this reclassification action. (Four votes required)
7. Authorize the Auditor/Controller-Recorder to adjust appropriations as detailed in the financial impact section. (Four votes required)

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Record of Action of the Board of Supervisors

**CONTINUED TO TUE, 4/6/04 @ 10 A.M.**  
**BOARD OF SUPERVISORS**  
**COUNTY OF SAN BERNARDINO**

|        |            |               |            |            |             |
|--------|------------|---------------|------------|------------|-------------|
| MOTION | <u>AYE</u> | <u>SECOND</u> | <u>AYE</u> | <u>AYE</u> | <u>MOVE</u> |
|        | 1          | 2             | 3          | 4          | 5           |

J. RENEE BASTIAN, CLERK OF THE BOARD

BY \_\_\_\_\_

DATED: March 23, 2004

49  
ITEM 046

**BACKGROUND INFORMATION:** The 2001-04 Consolidated Memorandum of Understanding between the County and SBPEA included an equity pool to fund classification studies conducted during the term of the agreement. One such study was the review of the Sheriff's Crime Lab. This item presents the recommendations for the Forensic Specialist and Forensic Lab Technician series.

The Forensic Specialist series was created in October 1986, as a broad classification that includes fingerprint processing (Cal-ID), crime scene processing, and evidence storage and release. Due to the specialization that both the fingerprint and crime scene processing fields now include, it is recommended that two (2) separate series be created: Fingerprint Examiner and Crime Scene Specialist. Both of the new series have trainee, journey, and advanced/lead levels. In addition, a longer probationary period was negotiated for the journey level to recognize the complexity of learning these fields.

The Department currently has nineteen (19) Forensic Specialist I, R42 positions. Eleven (11) will be reclassified to Fingerprint Examiner I, R42; one will be reclassified to a Crime Scene Specialist I, R50; and the remaining seven (7) positions that perform the evidence storage and photo processing duties will be reclassified to the existing class of Sheriff's Service Specialist, R37, when vacant.

The Sheriff's Department currently has twenty-four (24) Forensic Specialist II, R46 positions. Twelve (12) will be reclassified to Crime Scene Specialist I, R50; nine (9) will be reclassified to Fingerprint Examiner II, R50; and two (2) will be reclassified to Crime Scene Specialist II, R53. One position's duties had changed significantly and will be reclassified to a Multi-Media Coordinator, R45, when vacant.

There are three (3) Supervising Forensic Specialist, R50 positions. Two (2) will be reclassified to Supervising Fingerprint Examiner, R56, and one will be reclassified to Supervising Crime Scene Specialist, R59.

Creation of these new classifications and reorganization of existing positions into these new classifications will align the duties being performed with an appropriate job classification and pay rate and will create a career ladder for employees in these specialized fields.

The majority of these positions are assigned to the Sheriff's Scientific Investigations Division. All twenty-two (22) positions being reclassified to the Fingerprint Examiner series are assigned to and are funded by the Cal-ID program. There are a total of sixteen (16) positions being reclassified to the Crime Scene Specialist Series; thirteen (13) are assigned to the Crime Lab; one is assigned to the Sheriff's Morongo Basin Station; and two (2) are assigned to Rancho Cucamonga Station (and are funded through the law enforcement services contract with the City of Rancho Cucamonga).

Also included in this classification study was the review of the Forensic Laboratory Technician series. A five (5) percent rate increase is recommended for both the Forensic Laboratory Technician I classification (R43 to R45) and the Forensic Laboratory Technician II (R48 to R50).

Finally, a 12-month probationary period was negotiated for Crime Scene Specialist I and Fingerprint Examiner II. This probationary period is longer than the standard 6 months in recognition of the training and experience necessary to become fully competent in these technical fields. This agreement is included in Recommendation #5.

**Fair Labor Standards Act (FLSA) Status of New Classes:**

- Fingerprint Examiner Trainee – Covered
- Fingerprint Examiner I – Covered
- Fingerprint Examiner II – Covered
- Supervising Fingerprint Examiner – Exempt
- Crime Scene Specialist Trainee – Covered
- Crime Scene Specialist I – Covered
- Crime Scene Specialist II – Covered
- Supervising Crime Scene Specialist - Exempt

**REVIEW AND APPROVAL BY OTHERS:** The proposed action has been reviewed by Human Resources (Linda Matthews, Classification Manager, 387-5904) on March 4, 2004; County Counsel (Jean-Rene Basle, Deputy County Counsel, 387-5477) on March 9, 2004; and the County Administrative Office (Laurie Rozko, Administrative Analyst, 387-8997 and Dan Kopp, Administrative Analyst, 387-3828) on March 5, 2004.

**FINANCIAL IMPACT:** The additional cost of reclassifying these positions in 2003-04 is \$24,300, of which \$9,602 will be offset by Cal-ID and contract city revenue, and \$14,698 will be funded by the Equity Pool established by the 2001-2004 Consolidated Memorandum of Understanding with SBPEA. Appropriations for this item in the amount of \$182,050 will be included in the Department's 2004-05 budget, which will be offset by \$73,477 in Cal-ID and contract city revenue, and \$54,287 from the Equity Pool through December 31, 2004. The balance of \$54,286 will be funded within the Department's budget allocation.

The requested appropriation adjustments for 2003-04 are as follows:

**Sheriff's Department Budget for 2003-04**

|                      |                |          |
|----------------------|----------------|----------|
| AAA-SHR-SHR 100 1010 | Regular Salary | \$14,698 |
|----------------------|----------------|----------|

**Equity Pool Reserve**

|          |                            |            |
|----------|----------------------------|------------|
| AAA-B665 | Fund Balance – Equity Pool | (\$14,698) |
|----------|----------------------------|------------|

**COST REDUCTION REVIEW:** The County Administrative Office has reviewed this agenda item, concurs with the department's proposal, and recommends this action since it provides an appropriate classification for the duties being performed and is largely funded by the Equity Pool that was established for this purpose.

**SUPERVISORIAL DISTRICT(S):** All

**PRESENTER:** Richard Beemer, Captain, 387-3637

## SHERIFF'S CRIME LAB STUDY – ALLOCATION OF POSITIONS

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| Position Number | Current Classification          | Current Range | New Classification                 | New Range | Filled/Vacant |
|-----------------|---------------------------------|---------------|------------------------------------|-----------|---------------|
| 11845           | Forensic Specialist I           | 42            | Fingerprint Examiner I             | 42        | Filled        |
| 5969            | Forensic Specialist I           | 42            | Fingerprint Examiner I             | 42        | Filled        |
| 6152            | Forensic Specialist I           | 42            | Fingerprint Examiner I             | 42        | Filled        |
| 7668            | Forensic Specialist I           | 42            | Fingerprint Examiner I             | 42        | Filled        |
| 10103           | Forensic Specialist I           | 42            | Fingerprint Examiner I             | 42        | Filled        |
| 11026           | Forensic Specialist I           | 42            | Fingerprint Examiner I             | 42        | Vacant        |
| 70919           | Forensic Specialist I           | 42            | Fingerprint Examiner I             | 42        | Filled        |
| 74307           | Forensic Specialist I           | 42            | Fingerprint Examiner I             | 42        | Filled        |
| 76883           | Forensic Specialist I           | 42            | Fingerprint Examiner I             | 42        | Filled        |
| 76831           | Forensic Specialist I           | 42            | Fingerprint Examiner I             | 42        | Filled        |
| 76832           | Forensic Specialist I           | 42            | Fingerprint Examiner I             | 42        | Filled        |
| 15586           | Forensic Specialist I           | 42            | Crime Scene Specialist I           | 50        | Filled        |
| 1376            | Forensic Specialist II          | 46            | Crime Scene Specialist I           | 50        | Filled        |
| 6987            | Forensic Specialist II          | 46            | Crime Scene Specialist I           | 50        | Vacant        |
| 7111            | Forensic Specialist II          | 46            | Crime Scene Specialist II          | 53        | Vacant        |
| 7652            | Forensic Specialist II          | 46            | Crime Scene Specialist I           | 50        | Filled        |
| 8625            | Forensic Specialist II          | 46            | Crime Scene Specialist II          | 53        | Vacant        |
| 9636            | Forensic Specialist II          | 46            | Crime Scene Specialist I           | 50        | Filled        |
| 10478           | Forensic Specialist II          | 46            | Crime Scene Specialist I           | 50        | Filled        |
| 10479           | Forensic Specialist II          | 46            | Crime Scene Specialist I           | 50        | Filled        |
| 75365           | Forensic Specialist II          | 46            | Crime Scene Specialist I           | 50        | Filled        |
| 8627            | Forensic Specialist II          | 46            | Crime Scene Specialist I           | 50        | Filled        |
| 75364           | Forensic Specialist II          | 46            | Crime Scene Specialist I           | 50        | Filled        |
| 75366           | Forensic Specialist II          | 46            | Crime Scene Specialist I           | 50        | Filled        |
| 8631            | Forensic Specialist II          | 46            | Crime Scene Specialist I           | 50        | Filled        |
| 8632            | Forensic Specialist II          | 46            | Crime Scene Specialist I           | 50        | Filled        |
| 2275            | Forensic Specialist II          | 46            | Fingerprint Examiner II            | 50        | Filled        |
| 5970            | Forensic Specialist II          | 46            | Fingerprint Examiner II            | 50        | Filled        |
| 6105            | Forensic Specialist II          | 46            | Fingerprint Examiner II            | 50        | Filled        |
| 7563            | Forensic Specialist II          | 46            | Fingerprint Examiner II            | 50        | Filled        |
| 7615            | Forensic Specialist II          | 46            | Fingerprint Examiner II            | 50        | Filled        |
| 10074           | Forensic Specialist II          | 46            | Fingerprint Examiner II            | 50        | Filled        |
| 15979           | Forensic Specialist II          | 46            | Fingerprint Examiner II            | 50        | Filled        |
| 73425           | Forensic Specialist II          | 46            | Fingerprint Examiner II            | 50        | Filled        |
| 73426           | Forensic Specialist II          | 46            | Fingerprint Examiner II            | 50        | Filled        |
| 11029           | Supervising Forensic Specialist | 50            | Supervising Fingerprint Examiner   | 56        | Filled        |
| 11028           | Supervising Forensic Specialist | 50            | Supervising Fingerprint Examiner   | 56        | Filled        |
| 17470           | Supervising Forensic Specialist | 50            | Supervising Crime Scene Specialist | 59        | Filled        |

Reclassify the following positions when vacant:

| <b>Position Number</b> | <b>Current Classification</b> | <b>Current Range</b> | <b>New Classification</b>    | <b>New Range</b> | <b>Filled/Vacant</b> |
|------------------------|-------------------------------|----------------------|------------------------------|------------------|----------------------|
| 1394                   | Forensic Specialist I         | 42                   | Sheriff's Service Specialist | 37               | Filled               |
| 1555                   | Forensic Specialist I         | 42                   | Sheriff's Service Specialist | 37               | Filled               |
| 8915                   | Forensic Specialist I         | 42                   | Sheriff's Service Specialist | 37               | Filled               |
| 10075                  | Forensic Specialist I         | 42                   | Sheriff's Service Specialist | 37               | Filled               |
| 11027                  | Forensic Specialist I         | 42                   | Sheriff's Service Specialist | 37               | Filled               |
| 11046                  | Forensic Specialist I         | 42                   | Sheriff's Service Specialist | 37               | Filled               |
| 653                    | Forensic Specialist I         | 42                   | Sheriff's Service Specialist | 37               | Filled               |
| 4205                   | Forensic Specialist II        | 46                   | Multi-Media Coordinator      | 45               | Filled               |